United Nations

A/CONF.198/INF/1

**International Conference on Financing for Development**
**Monterrey, Mexico**
**18-22 March 2002**

# Information for participants

## Site and dates of the Conference

1. The International Conference on Financing for Development will be held from 18 to 22 March 2002 at the Cintermex Centro Internacional de Negocios Monterrey. The address is as follows:

International Conference on Financing for Development
Avenida Fundidora #501
Col. Obrera
CP 64010
Monterrey, N.L. Mexico
www.cintermex.com.mx
info@cintermex.com.mx
Tel.: (8)369-6969
Fax: (8)369-6911

2. The time distance between the airport in Monterrey and Cintermex is approximately 25 minutes in non-peak hour traffic.

## Opening meeting of the Conference

3. The formal opening of the Conference will take place on Monday, 18 March, in the Plenary Room of the Exhibition Centre.

4. In order that the opening meeting of the Conference may begin punctually, participants are requested to be seated in the Plenary Hall by 8.45 a.m.

## Accreditation of participants

5. Delegations are advised that every member of official or observer delegations, members of the parties of Heads of State and Government, technical support staff, media representatives and members of accredited non-governmental organizations who will need access to the Conference site in Monterrey will be admitted only upon presentation of a Conference pass with a photograph. It is important to note that United Nations accreditation will be provided independently and separately from the registration process and issuance of identity cards by the Mexican authorities, both in Mexico City and in Monterrey. United Nations accreditation will be carried out on the basis of the accreditation form (see Annex I) and a comprehensive list of participants. Accreditation forms in English, French and Spanish are available at the United Nations Protocol and Liaison Service. It is suggested that the accreditation forms be forwarded by permanent/observer missions and offices to their respective capitals, headquarters and/or embassies and consulates-general in Mexico for pre-accreditation purposes.

6. The on-site accreditation of delegates to the Conference will start in Monterrey on 12 March 2002, and will be carried out by the United Nations Protocol Accreditation Unit. In order to be accredited, members of official delegations are expected to present a comprehensive list of participants or credentials, together with duly filled-out accreditation forms, to the Protocol Accreditation Unit. Upon authorization, delegates will be photographed and issued conference passes. It should also be noted that representatives of delegations in Monterrey may submit *in advance* to the Protocol Accreditation Unit complete packages of duly filled-out accreditation forms, together with delegates' lists *and photographs of the participants*. Those packages will be processed by the Protocol Accreditation Unit within 24 to 48 hours and returned to the representatives of delegations for distribution to participants. The same procedure will apply for the members of parties of Heads of State and Government participating in the summit segment of the Conference.

7. **Permanent representatives and observers are also advised of an optional procedure for accreditation to the Conference. It will be possible**

02-27906 (E) 120302

**for delegations to submit *electronically* to the Protocol and Liaison Service passport-like digital images of delegates, *together with the accreditation forms and delegation lists*. Copies of the forms in English, French and Spanish are available at www.un.org/ffd. Electronic images, accreditation forms and delegation lists may be submitted by e-mail and for the duration of the Conference to the United Nations Protocol and Liaison Service, Marybeth Curran, at, curran@un.org. Once processed, packages of conference passes will be available for collection from the Protocol Accreditation Unit in Monterrey.**

8. Following past practice, Heads of State and Government, Vice-Presidents and Crown Princes will be issued VIP passes without photos. Participants at the level of Deputy Prime Ministers and Cabinet Ministers will be issued VIP passes with photos. VIP passes for all the above-mentioned categories of participants will be issued upon presentation of the accreditation form and, wherever applicable, two passport-sized photographs or passport-like digital images submitted electronically in advance. Spouses of delegates, regardless of rank, will be entitled to the same type of pass as the principals.

9. The accreditation of media representatives and members of accredited non-governmental organizations will also be carried out at the above-mentioned location, and the same procedure in its basic features will apply.

10. Members of security details and personal bodyguards of the VIPs participating in the Conference will be briefed and issued appropriate identity cards by the United Nations Security and Safety Service.

11. In accordance with the rules of procedure of the Conference, each delegation representing a Member State, the Holy See, Switzerland, the Cook Islands, Niue, Palestine, the European Community, the World Bank, the International Monetary Fund or the World Trade Organization will be allocated six seats in the plenary hall of the Conference. For security reasons, access to the Plenary Hall will be controlled, in addition to the primary Conference passes, by six additional colour-coded access cards. Colour-coded cards for the Plenary Hall and also for each of the 12 round tables of the Conference will be issued to all the delegations in Monterrey by the Protocol Accreditation Unit.

12. The loss of the Conference pass and/or colour-coded access card must be reported immediately to United Nations security personnel in Monterrey.

13. The United Nations Protocol and Liaison Service in Monterrey will publish a list of delegations to the Conference. Permanent representatives and observers are kindly requested to submit at their earliest convenience lists of their respective delegations to the Conference in a form that is fit to print: they should be comprehensive and contain functional titles and designations of all the delegates. Delegation lists can be forwarded in the name of the Chief of Protocol, Nadia Younes, directly to the Protocol Accreditation Unit in Monterrey. To obtain the fax number in Monterrey, delegations should contact the Protocol and Liaison Unit at United Nations Headquarters, tel.: (212) 963-7173/(212) 963-2197, as of 12 March 2002.

14. Admission to the Cintermex will require, at all times, the presentation of identification cards. All participants in the Conference — government delegates, United Nations Secretariat staff, representatives of United Nations programmes and specialized agencies and of accredited intergovernmental and non-governmental organizations, business sector representatives and special guests — are therefore requested to register with United Nations Security. Following registration, each participant will be issued an identification card or grounds pass. In addition to those individual grounds passes, each government delegation will be issued access cards for the Plenary Hall. At the opening session of the Conference and at other designated times, access to the Plenary Hall will be regulated by the use of such cards. Plenary Hall passes will also be issued to other participants, in addition to government delegations, based on the allotment of seats assigned to them in the Plenary Hall.

15. Delegations of States participating in the Conference are reminded that credentials of representatives to the Conference must be signed either by the Head of State or Government or by the Minister for Foreign Affairs. All other communications in this respect shall be considered provisional credentials until such time as formal credentials are received by the Secretary-General of the Conference or the Office of Legal Affairs of the United Nations Secretariat.

### Programme of meetings

16. The programme of meetings will be printed in the Conference *Journal*, which will be issued on a daily basis and will specify Conference rooms and times of meetings.

17. Morning meetings will be held from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m., except during the summit segment on Thursday, 21 March and Friday, 22 March, when morning meetings are scheduled to start at 9 a.m. and afternoon meetings at 2 p.m. (summit round tables will begin at 3 p.m. on Thursday and at 4 p.m. on Friday). When evening sessions are required, they will generally begin at 6 p.m. For more details, including the establishment of the main committees, the high-level officials segment, the ministerial segment and the summit segment of the Conference, delegations should refer to document A/CONF.198/4.

### Seating arrangements

18. At the opening of the Conference and at subsequent meetings of the plenary in Conference Room 1, each government delegation will be assigned six seats, three seats at table and three seats behind.

19. In Conference Room 7 of the Cintermex, each government delegation will have four seats, two seats at table and two seats behind.

20. Specifically identified seating facilities will be available for other participants at the Conference.

### Languages of the Conference

21. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference.

22. Official documents of the Conference will be made available in the languages of the Conference.

### Interpretation services

23. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 53 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. That interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

24. It may be recalled that there will be interpretation services for a total of four simultaneous meetings in the morning and four in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework.

25. Meetings other than those of United Nations bodies, such as meetings of regional or interest groups, will be accommodated according to the availability of meeting rooms and services. Requests for meeting services should be directed to Melma Raghavan, Chief, Meetings Servicing Unit.

### Circulation of prepared statements

26. Delegations wishing to circulate their speeches to all participants are requested to provide 350 copies to the Conference Officer, who will be located in the Conference Room. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting. Conference participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

27. If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion delegations should also specify whether that official text is to be "checked against delivery" or will be read out as written.

28. If participants wish their speeches to be included in the Internet system (see para. 52 below), they are required to provide a diskette containing the text of the speech. Delegations who wish to have their statements posted on the Internet (Conference web site) are kindly requested to send an advance electronic copy of their statements to the following e-mail address: webcast@un.org. Delegations who wish to make their speeches available to the media in hard copy should provide a minimum of 300 copies to the documents counter in the Media Centre.

### Distribution of official documents

29. The main documents distribution counter will be located in the lobby of the Cintermex.

30. Each delegation and institutional stakeholder will be assigned an individual box at the documents distribution counter, in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that those document boxes or pigeon-holes are exclusively for the distribution of official Conference documentation and may not be used for the circulation of any other papers or documents.

31. To determine the exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Conference.

32. Accredited representatives of the media will be able to obtain official Conference documents at the Media Centre located on the ground floor of the Cintermex Exposition Centre.

### Receipt and circulation of other documents

33. Other documents that Governments and organizations may wish to make available to Conference participants should be provided by those Governments and organizations in appropriate languages and quantities. It is suggested that Governments and organizations make approximately 500 copies available in English, with lesser numbers of the other official languages if those are provided. The Secretariat cannot undertake the reproduction, translation or distribution of such documents.

34. It would be greatly appreciated if two copies of each such document could be forwarded to Lixian Xiong, Documents Submission Officer. They will be listed in an information note to be circulated at the Conference.

### Media facilities

35. A Media Centre for the use of all journalists accredited to cover the Conference will be available on the ground floor of the Cintermex Exposition Centre. Facilities will include a limited number of computer workstations with Internet access, available on a first-come, first-served basis, and a broadcast village for radio and television journalists.

36. The plenary sessions and other activities will be broadcast live into the Media Centre and by closed-circuit television monitors located throughout the Conference site. Audio-visual and sound feeds of the plenary sessions, press conferences and other events will be provided to broadcasters live on request, free of charge. Plug-in recording facilities will be available.

37. A documents counter will provide journalists with all Conference documents as well as copies of daily press releases in English, French and Spanish, covering the main activities of the Conference. They will also be made available electronically on the conference web site at www.un.org/ffd.

38. Details concerning press facilities and media accreditation are contained in a separate information note issued by the Department of Public Information of the United Nations Secretariat (see annex II).

### Press conferences and media interviews

39. Daily press briefings by the Spokeswoman for the Conference will be held at 12 noon and at 6.30 p.m. in the press briefing room located at the Media Centre. That room will also be available for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to the Office of the Spokeswoman for the Conference in New York, at (212) 963-1453 or (212) 963-6862 until 15 March and thereafter at (917) 324-6214.

40. A pre-Conference briefing for journalists will be held on 17 March 2002 at 4 p.m., in the press conference room at the Conference site. To facilitate media contacts, delegations are invited to provide to the Office of the Spokeswoman the name and telephone number in Monterrey of the person in the delegation whom journalists may contact to request interviews or other information.

### Non-governmental organizations

41. Civil society representatives and business entity representatives will each have a small number of available Conference offices as well as specially designed lounges for their use during the conference.

**Special events**

42. A programme of seminars, panels and workshops on issues relating to the Conference is being organized by entities of the United Nations system for Conference participants. The calendar for those events will be available at the Conference site.

**Other useful information for participants**

*Reception on arrival at the Monterrey Airport*

43. Heads of State or Government will be greeted upon arrival by senior officials of the Government of Mexico and members of the United Nations Protocol and Liaison Service.

*Inoculation*

44. Under WHO international health regulations, the following immunizations are required/recommended:

*Recommended*: Hepatitis A

Medical facilities adequate for first aid in emergencies will be provided within the Conference area. For serious emergencies, the Government will ensure immediate transportation and admission to a hospital. The Government will not be responsible for medical costs.

*Currency, cheques and credit cards*

45. The Mexican currency is the peso. Foreign currencies must be reported in the customs declaration form upon entry. Foreign currencies and foreign currency travellers cheques may be exchanged at banks and most hotels.

46. Banking facilities will be open during normal Conference hours. Foreign currencies will be exchanged at the exchange rate at the time of transaction.

47. Credit cards, such as Visa, MasterCard, American Express, Diners Club and the JCB Card, are widely accepted in Mexico. Foreign currency travellers cheques, credit cards or cash may be used to pay hotel and other expenses in Mexico.

*Electricity*

48. The standard electricity in Mexico is 110 volts, 60 hertz. Most modern hotels have international standard two-pin sockets, while older ones use three-pin plugs. It is advisable to bring conversion plugs or adapters, if needed.

*Climate*

49. The average temperature in Monterrey in March is 80 degrees Fahrenheit, 27 degrees Celsius.

*Services available at Cintermex*

50. Cafeterias and coffee shops will be open during Conference hours. In addition, a post office, banking facilities, information on travel facilities with hotel and tourist information, a medical centre, a computer centre, and telephone and facsimile as well as copying services, are located within Cintermex. There are no restaurants located in the Cintermex facility.

51. A secretarial service centre will be established for the use of Conference participants on a commercial basis.

*Internet connection*

52. The Department of Public Information will provide live coverage of the Conference through the World Wide Web. Internet users around the world will be able to follow the Conference proceedings by viewing the live web cast and access information, such as press releases, daily highlights, official documents, daily journal, statements and other information material, at www.un.org/ffd.

**Приложение I**

A/CONF.198/INF/1

**PROTOCOL AND LIAISON SERVICE**

**REGISTRATION OF MEMBERS OF DELEGATIONS TO THE**

**INTERNATIONAL CONFERENCE ON FINANCING FOR DEVELOPMENT**
**18 – 22 March 2002 - Monterrey, N.L., Mexico**

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - IGO - Specialized Agency

to issue a grounds pass to: _____

in the capacity of: Head of Del. ( ) Delegate ( ) Support Staff ( ) Spouse ( )

Date of arrival in Monterrey: _____ Airline and Flt. No.: _____

Date of departure from Monterrey: _____ Airline and Flt. No.: _____

Citizenship: _____ Passport No.: _____

Occupation in the sending State: _____

Address in Monterrey: _____

SIGNATURE _____

NAME (please type) _____
Administrative Officer

PERMANENT MISSION/EMBASSY: _____

_____
OFFICIAL SEAL

DATE: _____

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International Conference on Financing for Development
18-22 March 2002

NAME: _____ COUNTRY: _____

**FOR PROTOCOL USE ONLY**

Signature _____ Date: _____
(Approving Officer)

Code: VIPwo _____ VIPw _____ GD _____ DE _____ AD _____ PPwo _____ PPw _____ SS _____

PLEASE TYPE OR PRINT ONLY

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Приложение II

# INTERNATIONAL CONFERENCE ON FINANCING FOR DEVELOPMENT

## Monterrey, Mexico, 18-22 March 2002

### PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

**Bona fide representatives of the mass media --press, photo, radio, television and film-- will be accredited for coverage of the INTERNATIONAL CONFERENCE ON FINANCING FOR DEVELOPMENT, to be held in Monterrey, Mexico, 18-22 March 2002.**

**Completed application forms, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, should be sent to:**

**UNITED NATIONS**
Media Accreditation and Liaison Unit
Department of Public Information
Room S-250
New York, NY 10017, U.S.A.
Fax: (1-212) 963-4642

**No acknowledgement will be mailed to you. If you have applied by mail, passes will be issued at the Conference site upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.)**

**If you are applying at the Conference site for the first time, you should complete an application form, present a letter of assignment and two forms of photo ID.**

**PLEASE NOTE: Application forms will be considered only if accompanied by a letter of assignment. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
***Accreditation is free of charge.***

**For more information on the Conference please visit the United Nations website at *www.un.org/esa/ffd***

# INTERNATIONAL CONFERENCE ON FINANCING FOR DEVELOPMENT

**Monterrey, Mexico, 18-22 March 2002**

## REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

*Note: This application must be presented with a letter of assignment, in order to be processed*

### PERSONAL DATA
### (PLEASE TYPE OR PRINT CLEARLY)

1. **Name.** _____
   (Family name) (First name)
2. **Place and date of birth:** _____
3. **Nationality:** _____ 4. **Passport number:** _____
5. **Permanent office address** *(if different from your organization's headquarters)*: _____

   _____

   **Telephone:** (___)_____ **Fax:** (___)_____

   **Mobile number:** (___)_____ **E-mail** _____

6. **For contact during the Conference:**

   **Address:** _____

   **Telephone:** (___)_____ **Fax:** (___)_____

   **Mobile number** (___)_____ **E-mail:** _____

### DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. **Name of organization:** _____
8. **Contact person and title:** _____
9. **Headquarters mailing address:** _____

   _____ **10. Country:** _____

   **Telephone:** (___)_____ **Fax:** (___)_____

   **E-mail:** _____

11. **Status/Ownership:**

    ❑ **Education/Public** ❑ **Government/State**
    ❑ **Private** ❑ **Other** *(specify)*: _____

12. **Type of medium** *(check as many as necessary)*:

    ❑ **Daily Newspaper** ❑ **Radio** ❑ **Other** *(specify)*: _____
    ❑ **News agency/service** ❑ **Television** _____
    ❑ **Photo/visual service** ❑ **Weekly publication**

13. **Position:**

    ❑ **Cameraperson** ❑ **Editor** ❑ **Reporter**
    ❑ **Correspondent** ❑ **Photographer** ❑ **Technician**
    ❑ **Director** ❑ **Producer** ❑ **Other** *(specify)*: _____

14. **Working language(s) of your media organization:** _____
15. **Your main news topic(s) or field(s) of coverage** *(if applicable)*: _____